

**Doses Administered Exercise 2010 Lite**  
**Exercise Preparation Guide**  
**(OPTION 3)**

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**Option 3 (Web-based Patient Detail):** This option gives Project Areas the ability to collect patient level information using the CRA application. Selected data elements are automatically aggregated into a summary format and sent directly to the CRA server at CDC.

Step	Action	Suggested Completion Date
1	Confirm Project Area participation in DAX 2010.	Sep 1
2	Identify a CRA Point of Contact (POC) for the exercise. <ul style="list-style-type: none"> <li>Send to <a href="mailto:crahelp@cdc.gov">crahelp@cdc.gov</a></li> </ul>	Sep 8
3	Confirm decision to use Option 3. <ul style="list-style-type: none"> <li>Send to <a href="mailto:crahelp@cdc.gov">crahelp@cdc.gov</a></li> </ul>	Sep 8
4	<p>Ensure <u>ALL</u> individuals who will be accessing web-based CRA have an active SDN digital certificate.</p> <ul style="list-style-type: none"> <li>If the user <b>does not</b> have a digital certificate, notify the PHA* to add the user to the CRA Application. Once added, the user can contact the PHIN Helpdesk at <a href="mailto:PHINTech@cdc.gov">PHINTech@cdc.gov</a> or (800)532-9929 to request a digital certificate.</li> <li>If the user has an <b>expired</b> digital certificate, contact the PHIN Helpdesk at <a href="mailto:PHINTech@cdc.gov">PHINTech@cdc.gov</a> or (800)532-9929 for instructions on how to update their digital certificate.</li> </ul> <p>Ensure <u>ALL</u> users (PHA* and DES**) who will be accessing and/or entering data into CRA have been added to the CRA Application, assigned to the appropriate organization (clinic) and have an active SDN digital certificate.</p> <ul style="list-style-type: none"> <li>Only DES** users must be assigned to an organization.</li> <li>If the user <b>does not</b> have an active digital certificate, please follow the steps listed above.</li> <li>If the user <b>does</b> have a digital certificate but is not a user of the CRA Application, contact the PHA* to add the user to the CRA Application SDN activity.</li> </ul>	Oct 1
5	Ensure <u>ALL</u> clinics for which data will be entered into CRA have been added in the system and assigned to the <b>2010 Vaccine Doses Administered Exercise Lite</b> event.	Oct 1

\*PHA: Public Health Administrator

\*\*DES: Data Entry Specialist